

**COOK MEMORIAL LIBRARY - BOARD OF TRUSTEES MEETING
DRAFT MINUTES FOR June 8, 2020 – 5:30 PM electronically via Zoom**

Meeting notice was posted online at the library website, on the Tamworth Exchange Google Group, and a printed notice was posted at Tamworth Post Office on June 1, 2020.

PUBLIC NOTICE

In accordance with Emergency Order #12, the Cook Memorial Library Board of Trustees has scheduled a Zoom meeting in place of their normally scheduled meeting at the library. All are invited to attend.

Topic: Cook Memorial Library Board of Trustees Meeting

Time: Monday, June 8, 2020, 5:30 p.m.

To join the Board of Trustee meeting with video conferencing on a computer or mobile device:

<https://us02web.zoom.us/j/91161556923?pwd=dkZ5ZlwbGV4NTZlYitLdjYxVm0xUT09>

Meeting ID: 911 6155 6923

Password: 596629

To join the meeting using a touch-tone phone, dial into the meeting with one of the following phone numbers (audio only), followed by the meeting ID and password when requested to do so:

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US
- +1 301 715 8592 US
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: 806 889 288

Password: 688601

- A. Call to order – The meeting was called to order at 5:40 pm by Allie Thompson.
Roll call:
Sheryl Power – present and alone
Evan Henderson – present and alone
Robin Gordon - present and alone
Anne Chant – present and alone

Mary Cronin – Librarian - present and alone
Melanie Streeter – Selectboard Representative - present and alone
Betsy Loughran – Board candidate - present and alone
Melissa Donaldson – Recording Secretary - present and alone
Allie Thompson - present and alone

Nate Winship has resigned. Betsy Loughran is considering taking the position.

B. Online meeting guidelines and Board Chair's statement on meeting compliance with the Right-to-Know Law during the State of Emergency.

C. Introductions and Attendance

D. Approval of Minutes, roll call vote required

1. May 11, 2020 regular meeting minutes – Sheryl made a motion to approve, Anne seconded.

Roll call:

Sheryl Power – yes
Evan Henderson – yes
Robin Gordon - yes
Anne Chant – yes
Allie Thompson - yes

E. Treasurer's Report:

1. May 2020 Financial Report – There were two large purchases in May. One of them was desk. The other was for insulation. We will be getting a rebate for the projects. Anne made a motion to accept, Robin seconded.

Roll call:

Sheryl Power – yes
Evan Henderson – yes
Robin Gordon - yes
Anne Chant – yes
Allie Thompson - yes

2. CARES Act Grant in the amount of \$7,500 was received from New Hampshire Humanities, public hearing needed before voting to accept. *RSA 202-A:4-c Trustees' Authority to Accept and Expend Gifts. III. (a) For unanticipated moneys in the amount of \$5,000 or more, the public library trustees shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held. (A zoom meeting will suffice for the meeting requirement. June 17 at 5:30 pm is chosen. Mary will send the notice to the Conway Daily Sun)*
3. Unanticipated funds received

- a. Friends of CML donation remaining funds from “Books for Kids” campaign
\$397.30

- b. Donations for book purchases (Winship, Clyne) 96.88

Total unanticipated \$494.18

Robin made a motion to accept the unanticipated funds, Anne seconded.

Roll call:

Sheryl Power – yes

Evan Henderson – yes

Robin Gordon - yes

Anne Chant – yes

Allie Thompson - yes

F. Correspondence:

1. Notice from NH Circuit Court Probate Division in Ossipee that the Cook Memorial Library has been named a beneficiary in the Estate of Yvonne Hills. Case was e-filed with the court on May 20, 2020.
2. Letter sent via email on 5/13/2020 from Town of Tamworth Capital Improvements Program (CIP) Committee asking for updates and/or changes to current CIP list for the library. Two furnaces have already been replaced. We will not need as many replaced in 2022. Mary will gather some estimates and guidance before the next meeting. There is one furnace that has not been replaced in the past few years.
3. Email from Selectman Rebecca Mason asking someone from library attend Thursday, Jun 11 Selectmen’s meeting at 6 pm for a discussion on what to include in a reopening plan for town buildings and offices. Mary is planning to go. She will forward the webinar information to the Board.
4. Email from Nathaniel Winship on 5/23/2020 tendering resignation from the Board of Trustees.

G. Old Business:

1. Library reopening plans: The Re-Opening Your Library Best Practices Task Force issued their report on May 20. The Chocorua Library has reopened. Anne will reach out to Suzanne to hear how it is going.
2. Resuming in-person library services: Curbside pickup service resumed on May 19, starting with two times a week, with more times added each week. Document services resumed June 3. Home delivery will be offered thanks to two volunteers. A form for volunteer delivery drivers and an application for people wishing to have home delivery have been drafted. Mary is working to order equipment needed for when public is allowed into the building, and plans to submit to town the receipts for COVID-related supplies for FEMA reimbursement. Curbside is going well. The goal is to increase until we reach normal hours, then figure out how to bring the public in. Some equipment is still needed before opening. Background checks will need to be done at some point.

H. Library Director’s Report:

1. Staff: Library staff met on Monday, June 8 via Zoom. Discussion included current phase 2 of pandemic plan and looking ahead to phase 3 when limited public entry will be allowed for computer use and selecting items to borrow. This may be more clear once the meeting with the Selectmen has happened.
2. Programs: Weekly storytime programs continue to be offered online by Amy Carter and Polly Mahoney. NH Humanities program on Mindful Writing was held on Zoom on May 18 with 8 participants. Votes for Women, a NH Humanities program cosponsored with the Tamworth History Center, had 10 attend on Zoom on June 2. Chocorua Lake Conservancy's turtle program presented by Lynne Flaccus on May 26 had over 60 attend. This program was recorded and posted on the library's Youtube channel. The summer reading program will begin on July 6 and run for four weeks. It will be for all ages, not just children, and offer many opportunities for socially distanced community involvement. Plans are to do a bulk mailing to Tamworth addresses to reach as many people as possible. A summer long reading series "American Road Trips" will kick off on June 15 with an introduction session on Zoom. Copies of "Travels with Charlie" are available. Nate Winship has volunteered to facilitate this program. There is a blog and Facebook page where participants can join a discussion. There will be a kids' book club this summer. Each child will receive a copy of the chosen book thanks to a Friends of Cook Memorial Library donation.
3. Outreach and collaboration: Library staff continues doing outreach by sending library news to the school, meeting with other New Hampshire librarians, communicating with patrons and town officials. A press release was sent to the Conway Daily Sun about library's resumed services. Mary stopped publishing the Tamworth Weekly Bulletin on May 27 since the amount of urgent COVID-19 related news has slowed down. Chris Clyne has been working with the Tamworth History Center on research for the History Center's upcoming Women of Tamworth outdoor exhibit. The display is made up of standing banners.

I. New Business:

1. Recruiting new member for the Board of Trustees – Betsy Loughran is considering. The process is that the Board will take a vote of approval to the Selectboard once there is a candidate that agrees. Sheryl Power is willing to be the liaison to the Friends of the Library.
EH made a motion to accept Nate's resignation from the Board, Anne seconded.
Roll call:
Sheryl Power – yes
Evan Henderson – yes
Robin Gordon - yes
Anne Chant – yes
Allie Thompson - yes

Allie will write a note to Nate to thank him for his service.

J. Committee Reports:

1. Nominating:
2. Friends of CML: Friends of Cook Memorial met online on May 12. They are working on their annual mailing. They are doing a brochure. Programming has been cancelled. They are working on a plan for their Annual Meeting.
3. Building & Grounds: Insulation has been installed. Mary has asked about procedure for requesting rebate. Mary expects that this will save a lot on air conditioning costs. Mary has ordered two pop-up canopies and anchoring weights to provide outdoor workspace for computer users for the summer. Friends funds, or the Tamworth Foundation may be possibilities for the payment of these items. Perhaps FEMA could pay for the plexiglass shield. A price for glass for the countertop has been requested, as the wood is being ruined by the cleaners. Anne will check to see what the Foundation is inclined to distribute funds for. The GOFERR grant did list several items that are covered, Mary will send the receipts over to Melanie at the Town Office.
4. Policy: There are some policies that need to be reviewed, job descriptions may be reviewed this time.
5. Technology: A new staff computer was ordered to replace one that has effectively stopped working. Mary is working on a state library committee that is writing a grant request to the IMLS for CARES Act funds to provide Chromebooks and iPads for New Hampshire libraries that need devices to lend. The goal is to increase public access to computers that has and will be limited due to COVID-19 restrictions. Cook Library can take part in this grant. Mary feels that 6 Chromebooks and 2 I-pads would be good.
6. Strategic Plan, increase awareness of online services: Library staff continues to provide one-on-one assistance over the phone and email to patrons who need help using the library's online resources.
7. Strategic Plan, services for older residents: Resuming curbside service was very much appreciated.
8. Strategic plan, teen engagement: Staff is exploring using some of the CARES ACT programming funds from NH Humanities for a young adult/teen discussion group on race and racism. It will be structured using NH Humanities guidelines that prohibit advocacy and promote using humanities disciplines (history, ethics, etc.) approach.
9. Strategic plan, deeper community connections and understanding: Staff is paying close attention to what people are asking for when inquiring about library services, and trying to be responsive. A FAQ page has been added to the library website to address some of the common questions.

Robin asked if Mary had heard anything further on the Malenfant estate. She has not heard any more on this. The judge has seen it. Robin will check with the Court to see what is happening.

K. Public Comment

L. Adjournment –Robin made a motion to adjourn at 6:47 pm, Evan seconded.

Roll call:

Sheryl Power – yes

Evan Henderson – yes

Robin Gordon - yes

Anne Chant – yes

Allie Thompson - yes

Next Trustees' Meeting: Monday, July 6, 2020, 5:30 PM, meeting method to be determined

Respectfully submitted,

Melissa Donaldson

Recording Secretary